

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

|  |   |  |   |                                 |
|--|---|--|---|---------------------------------|
| MDOT PROJECT MANAGER<br>Louis Taylor, PE   |   |  | JOB NUMBER (JN)<br>Various  | CONTROL SECTION (CS)<br>Various |
| DESCRIPTION IF NO JN/CS<br>"As needed" construction inspection and testing services for the Bay City TSC 2008 construction program |   |  |   |                                 |
| <b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.<br><br>WHITE = REQUIRED<br>GRAY SHADING = OPTIONAL             |   |  | <b>CONSULTANT:</b> Provide only checked items below in proposal.  |                                 |
| Check the appropriate Tier in the box below  |   |  |   |                                 |
| <input type="checkbox"/><br><b>TIER I</b><br>(\$25,000-\$99,999)   | <input type="checkbox"/><br><b>TIER II</b><br>(\$100,000-\$250,000) | <input checked="" type="checkbox"/><br><b>TIER III</b><br>(>\$250,000) |   |                                 |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>                                    | Understanding of Service  |                                 |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>                                    | <i>Innovations</i>  |                                 |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>                                    | <i>Safety Program</i>   |                                 |
| N/A  | <input type="checkbox"/>  | <input checked="" type="checkbox"/>                                    | Organization Chart  |                                 |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>                                    | Qualifications of Team  |                                 |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>                                    | Past Performance  |                                 |
| Not required<br>as part of<br>official RFP   | Not required<br>as part of<br>official RFP                          | <input checked="" type="checkbox"/>                                    | Quality Assurance/Quality Control   |                                 |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>                                    | <b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity. |                                 |
| N/A  | N/A   | <input type="checkbox"/>   | Presentation  |                                 |
| N/A  | N/A   | <input type="checkbox"/>   | Technical Proposal (if Presentation is required)  |                                 |
| 3 pages (MDOT forms not counted)<br><b>(No Resumes)</b>  | 7 pages (MDOT forms not counted)                                    | 19 pages (MDOT forms not counted)                                      | Total maximum pages for RFP <b>not including key personnel resumes</b>  |                                 |

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 10/1/07 THROUGH 12/31/07

|   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications. | <input type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. |
|---|--|

☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL SUBMITTAL INFORMATION**

|  |                              |                     |
|--|------------------------------|---------------------|
| REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER<br>4 | PROPOSAL DUE DATE<br>12/5/07 | TIME DUE<br>1:00 pm |
|--|------------------------------|---------------------|

**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Louis Taylor, PE, Delivery Engineer  
MDOT - Bay City TSC  
2590 Wilder Road  
Bay City, MI 48706

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

| Lansing Regular Mail   | OR | Lansing Overnight Mail   |
|--|----|--|
| <input checked="" type="checkbox"/> Secretary, Contract Services Div - B470<br>Michigan Department of Transportation<br>PO Box 30050<br>Lansing, MI 48809                                    |    | Secretary, Contract Services Div - B470<br>Michigan Department of Transportation<br>425 W. Ottawa<br>Lansing, MI 48833   |
| <input type="checkbox"/> Contract Administrator/Selection Specialist<br>Bureau of Transportation Planning B470<br>Michigan Department of Transportation<br>PO Box 30050<br>Lansing, MI 48809 |    | Contract Administrator/Selection Specialist<br>Bureau of Transportation Planning B470<br>Michigan Department of Transportation<br>425 W. Ottawa<br>Lansing, MI 48833 |

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION**

**5100D** – Request for Proposal Cover Sheet  
**5100G** – Certification of Availability of Key Personnel  
**5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

**Michigan Department of Transportation**

**SCOPE OF SERVICE  
FOR  
“AS-NEEDED” CONSTRUCTION SERVICES  
Inspection and Testing**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Arenac, Bay, Saginaw Counties

**DESCRIPTION OF WORK:**

Provide inspection and testing services as needed for road and bridge construction work which may include performing inspection and testing services during construction and office work to close project out (“finaling”) after construction. The inspectors shall work under the direction of the Project Engineer Manager. Inspection and testing will be performed on various projects and may be needed full time or at various given times (overtime may be necessary.)

This solicitation may result in selection of inspection and testing services of up to two firms.

See **Attachment A** for the list of 2008 construction projects in the Bay City TSC area that will require “as-needed” inspection and testing. The information on **Attachment A** was compiled with the most current data at the time of solicitation and is subject to change.

**ANTICIPATED START DATE:** March 1, 2008

**ANTICIPATED COMPLETION DATE:** December 31, 2008

**PRIMARY PREQUALIFICATION CLASSIFICATION:**

Aggregate Inspection & Testing  
~~Bituminous Plant Inspection & Testing~~  
Bituminous Pavement Inspection  
Density Inspection & Testing  
Portland Cement Concrete Inspection & Testing

**SECONDARY PREQUALIFICATION CLASSIFICATION:**

None

**DBE REQUIREMENT:** 0%

**MDOT PROJECT MANAGER:**

Louis J. Taylor, P.E.  
Bay City Transportation Service Center (TSC)  
2590 East Wilder Road  
Bay City, MI 48706  
Phone (989) 671-1555  
Fax (989) 671-1530  
Email: [taylorl7@michigan.gov](mailto:taylorl7@michigan.gov)

**CONSULTANT RESPONSIBILITIES:**

This Scope of Services consists of performing to the satisfaction of the Department all inspection, testing and lab services necessary to complete the construction contracts, in accordance with MDOT specifications, publications, and accepted practices.

The Consultant's principal contact with the Department shall be through the designated Project Engineer Manager.

The Consultant agrees to demonstrate the knowledge and performance in compliance with the standard construction practices of the Department; the project specific construction contracts, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; the Density Control Handbook; the Materials Quality Assurance Procedures Manual and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.

Since the Services described herein are financed in whole or in part with Federal or State funds, the Services shall comply with all applicable Federal and State laws and regulations.

The inspectors and lab personnel shall provide their own transportation to, from, and on the project site to perform the services outlined herein. Consultant vehicles in a construction zone shall be equipped with a yellow beacon light and conspicuity tape.

Provide full time experienced inspection, testing and lab services as needed on various projects and perform inspection, testing and lab services under the direction of the Project Engineer Manager. The inspectors and lab personnel assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.

Provide, to the satisfaction of the Department, inspection, testing and lab services required for, but not limited to, bridge rehabilitation, bituminous construction, Portland cement concrete construction, aggregate construction, rubblizing, ditching, undercutting, Hot Mix Asphalt Stabilized Crack Relief Layer, and earthwork. Perform all reporting, measurement, computation, and documentation required by the Specifications, plans,

proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals required for the inspection and testing for construction of the aforementioned projects, and as directed by the Project Engineer Manager.

The inspectors and lab personnel will immediately bring to the attention of the Project Engineer Manager the failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution by the Engineer.

The inspectors and lab personnel will accurately report, measure, compute, and document all quantities of items of work and all inspection and or testing work in accordance with the Specifications, plans, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

The Consultant shall provide MDOT with two cellular or Nextel phones for use throughout the life of the contract. All charges for these phones will be paid by the Consultant.

The Consultant shall perform field operations in accordance with the Department's Personal Protective Equipment (PPE) Policy, MIOSHA regulations and accepted safety practices.

The inspectors and lab personnel shall attend all project related meetings, when directed by the Project Engineer Manager.

The Consultant shall provide all required reference materials including, but not limited to, MDOT Standard Specifications, Materials Sampling Guide, Construction Manual, and any and all other necessary applicable references, guidelines and procedures manuals.

All overtime for the Consultant must be authorized by the Project Engineer Manager prior to the start of the work by the Consultant.

The Consultant shall return to the Project Engineer Manager at the completion of this Agreement any and all project specific materials furnished to the Consultant by the Project Engineer Manager.

The Consultant shall be responsible for any errors that occur on the project due to an inspection, testing or lab error. The Consultant will be responsible to compensate MDOT for the additional costs incurred due to an inspection and/or testing error on the project by one of their employees. At such time the error is discovered MDOT will meet with the Consultant to discuss options to rectify the error. Once final costs are received from the Contractor for the additional work to rectify the problem, MDOT will forward a copy to the consultant for reimbursement.

The Consultant shall provide the inspectors with lap top computers (or equivalent) with Filed Manager and/or Field Book software and produce all daily inspection reports in this

format. The inspectors shall deliver all inspection reports to the Project Engineer Manager's office daily. Once a project begins, daily inspection reports shall be written and turned in for every day of construction contract time.

The Consultant shall provide the inspectors with digital cameras to document field conditions as needed.

The inspectors shall have passed the Michigan Department of Environmental Quality's certification for Part 31 of Act 451 storm water operator as well as Part 91 of Act 451 for soil erosion and sedimentation control (SESC).

The Consultant shall obligate one inspector dedicated to complete SESC inspections. This obligated inspector must demonstrate knowledge and performance in compliance with SESC practices and MDOT's standard construction practices. This inspector will perform weekly SESC inspections using MDOT form 1126 for all identified construction projects. A copy of the inspection report must be sent to the Project Engineer Manager by the end of the day the inspection was made. In the event of a non-compliance discovery, the problem will immediately be communicated to the Project Engineer Manager. The inspector will schedule and perform follow-up inspections as necessary until the problem is corrected.

The Consultant may be requested to obligate one inspector dedicated to completing wage rate interviews on identified construction projects.

The inspectors shall provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.

The inspectors shall provide a Roll-O-Meter, Acme or Pres-sure air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.

In addition to providing the aforementioned density and concrete gauges, the inspectors shall provide all measuring and testing equipment required for proper and accurate inspection.

The bridge inspector(s) shall be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association. The road inspector(s) shall have completed MDOT's Inspection School, or display a proficiency in MDOT practices through equivalent relevant experience.

The inspector(s) performing bituminous plant inspection shall be Michigan Bituminous Qualified QC/QA Technician(s).

Provide full time experienced lab testing services as needed and perform lab testing services under the direction of the Project Engineer Manager. The lab personnel assigned to this project will report and be directly responsible to the Project Engineer Manager who is in charge of the project's construction.

Sampling frequencies for lab testing will be as prescribed by the Specifications, proposal, MDOT Materials Sampling Guide and/ or other applicable references, guidelines, and procedures manuals and instruction furnished by the Department or as directed by the Engineer, and no variation will be permitted except on written order of the Department.

The Consultant shall obligate one lab person dedicated to be the lead person for lab testing and sampling. This person will perform daily coordination with MDOT's personnel to identify and prioritize needs.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, proposal, MDOT Materials Sampling Guide and any and all other applicable references, guidelines, and procedures manuals prescribed by the Department.

The lab personnel supplied by the Consultant must be certified in Aggregate, Concrete Level I and Density Control. Failure to supply certified staff at all times could result in termination of contract unless approval is given by the Project Engineer Manager.

Lab personnel shall deliver samples to Lansing as necessary.

Lab personnel will monitor the deliveries and usage of aggregates at local shipping docks for sampling and testing purposes.

Lab personnel will input test results into MDOT's Materials Testing System as necessary.

All testing results shall go through Project Engineer Manager.

#### **MDOT RESPONSIBILITIES:**

The Project Engineer Manager shall determine if an error or omission has occurred. The Project Engineer Manager will notify the Consultant in writing within 10 business days of the error or omission.

The Project Engineer Manager shall furnish to the inspectors all project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/ or data as deemed necessary by the Project Engineer Manager for the services required herein.

#### **PAYMENT SCHEDULE:**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

#### **CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and



used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for "as-needed" services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.

## ATTACHMENT A

1. 06111-81269A  
Scope of Work: Alger rest area reconstruction, parking lot construction and landscaping, Arenac County.
2. 06111-100267A  
Scope of Work: Bridge substructure repairs and deck patching at M-61 over Middle Brach Pine River, I-75 southbound and northbound over M-61, Arenac County.
3. 09033-88813A  
Scope of Work: 0.65 mi of streetscaping including trees, plantings, and landscaping on M-13 from the south city limits northerly to Fifth Street and from Second Street northerly to the north city limits of Pinconning, Bay County.
4. 09034-84072A  
Scope of Work: 1.41 miles of freeway reconstruction including widening for additional lanes, drainage and safety improvements on I-75 from 500 feet north of Hotchkiss Road to south of US-10, Bay County.
5. 09034-100507A  
Scope of Work: Installation of traffic surveillance equipment, permanent Dynamic Message Systems (DMS) boards and related hardware at I-75 southbound north of US-10, at I-75 northbound south of US-10 and at US-10 eastbound west of Mackinaw Road, Bay County.
6. 73021-87000A  
Scope of Work: Installation of articulating concrete block system, riprap placement, ditch cleanout and substructure repair at five structures on M-57 over Alberts Drain and over Dearsall Drain, on M-46 over Cool Creek, on M-81 over Weaver Drain and on M-83 over Jordan Drain, Saginaw County.
7. 73021-100123A  
Scope of Work: 2.00 mi of concrete joint repairs and crack and joint sealing on M-57 from Stuart Road easterly to Gasper Road and on M-54 from Dixie Highway easterly to Gera Road, Saginaw County.
8. 73021-100124A  
Scope of Work: 2.34 mi of hot mix asphalt cold milling and resurfacing and sidewalk ramp retrofits on M-57 beginning just east of the Great Lakes Central railroad crossing easterly to Stuart Road in the village of Chesaning, Saginaw County.
9. 73073-85145A  
Scope of Work: 6.14 mi of non-freeway signing upgrades on M-58 from the north I-675 ramp (Davenport Avenue) to the M-58/State Street split, on Michigan Avenue from M-58 (State Street) to the north I-675 ramp, and on Hill Street from

- M-58 (State Street) to the south I-675 ramp in the city of Saginaw, Saginaw County.
10. 73091-101661A  
Scope of Work: Railroad approach and crossing reconstruction at Saginaw Bay Southern Railroad and M-13, city of Saginaw, Saginaw County.
  11. 73111-100506A  
Scope of Work: Installation of traffic surveillance equipment, permanent Dynamic Message Systems (DMS) boards and related hardware at I-75 southbound just north of I-675; at I-75 northbound between Bridgeport and M-46, at I-675 north of Tittabawassee Road and at I-675 north of Veteran's Memorial Parkway, Saginaw County.
  12. 73112-88349A  
Scope of Work: Replacement of pot bearings at the expansion joints on I-75 over the Saginaw River, city of Zilwaukee, Saginaw County.
  13. 73171-75246A (84897A, 84983A, 86083A, 87227A)  
Scope of Work: 6.67 miles of concrete reconstruction, widening and median enclosure, drainage and safety improvements on I-75 from Birch Run Creek northerly to Dixie Highway, and superstructure replacement on I-75 over Dixie Highway, bridge widening on I-75 over the Cass River, and bridge rehabilitation on I-75 under Maple Road, Curtis Road, Riverview Drive and Townline Road, Saginaw County.
  14. 73999-87334A  
Scope of Work: 9.54 miles of hot mix asphalt paving on existing railroad bed, timber bridge deck rehabilitation, railing placement and parking lot construction, Buena Vista and Blumfield Townships, Saginaw County.